



Colonel Ralph W. Powell  
Director

# Idaho State Police

Service Since 1939



C.L. "Butch" Otter  
Governor

## Criminal Justice Internship – Idaho State Police in Meridian

The Idaho State Police (ISP) has an unpaid internship opportunity within the District 3 Patrol office.

### Opportunities for educational growth may include:

- Producing documents, letters, and reports using word processing software and equipment.
- Data entry of law enforcement information.
- Ensuring accuracy and compliance with rules, regulations, and/or policies, identifying and correcting errors.
- Creating and maintaining files.
- Greeting or screening visitors and callers.
- Providing information, and explaining department policies, services, and procedures to others.

### Preferred skills:

- Good knowledge of rules of effective business English usage, spelling, punctuation, and grammar.
- Experience using alphabetical, numerical, or subject filing systems to include determining file names, setting up new files, classifying, labeling, filing, and retrieving.
- Experience reviewing documents for compliance with established procedures.
- Experience using a computer to enter and retrieve information.
- Good communication and customer service skills.

This is an unpaid internship of 15-20 hours per week during the fall 2016 and/or spring 2017 school session. Applicants will be required to complete the background process to include fingerprinting and ultimately a polygraph examination. If you or someone you know may be interested in this opportunity, please view more information at <http://www.isp.idaho.gov/hr/InternshipsWithISP.html> and contact me to initiate the process.

Thank you.

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EQUAL OPPORTUNITY EMPLOYER